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Uncontested No-Fault Divorce Intake Screening Questionnaire

1. Have you lived in Virginia for all of the last six months? □ Yes □ No

If yes, go to question #2.
If no, advise client will need to call back after she has lived in Virginia six months in a row.
Then go to question #2.

2. Have you been separated for at least the last twelve months in a row? □ Yes □ No

If yes, go to question #A.
If no, advise client will need to call back after she has been separated 12 months in a row.
Then go to question #A.

A. Is your spouse on active duty with any branch of the armed forces of the U.S.? □ Yes □ No

If yes, go to question #3.
If no, go to question #B.

3. Is the active duty spouse willing to sign papers to speed up the divorce? □ Yes □ No

If yes, go to question #B.
If no, advise client will need to call back once spouse is willing to sign or has left active duty.
Then go to question #B.

B. Have you (or your spouse) filed a lawsuit in court for a divorce to end this marriage before? □ Yes □ No

If yes, go to question #4.
If no, go to question #5.

4. Has the lawsuit been ended by a court order? □ Yes □ No

If yes, go to question #5.
If no, advise client will need to call back once the lawsuit has been ended by a court order or will need to bring in copies of all the lawsuit papers.
Then go to question #5.

5. Have all issues about a protective order been taken care of in a court order or do not exist? □ Yes □ No

If yes, go to question #6.
If no, ask client if she wants assistance on this. If so, refer to Anne and stop. Code eligibility screen & screen two problem code as 37.
Otherwise, advise client will need to call back after taking care of this issue & go to question #6.

6. Have all issues of marital property & pensions (including military pensions) been taken care of in a signed separation agreement or document <u>or</u> do not exist?   □ Yes   □ No

If yes, go to question #C.
If no, ask client if she wants hotline advice on marital property & pensions. If so, put on hotline and stop. Code eligibility screen & screen two problem code as 38, screen one case type as P, screen two funds as 7, and screen two advocate as 3060.
Otherwise, advise client will need to call back after taking care of this issue & go to question #C.

C. Were any children born to you or to your spouse during the marriage, or adopted by you and your spouse during the marriage, who are under 18?   □ Yes   □ No

If yes, go to question #7.
If no, go to question #10.

7. Have both parents acknowledged that each child born during the marriage is the child of both parents?   □ Yes   □ No

If yes, go to question #9.
If no, go to question #8.

8. Has paternity been taken care of in either a court order or a signed acknowledgement of paternity?   □ Yes   □ No

If yes, go to question #9.
If no, ask client if she wants hotline advice on child paternity. If so, put on hotline and stop. Code eligibility screen & screen two problem code as 36, screen one case type as P, screen two funds as 7, and screen two advocate as 3060.
Otherwise, advise client will need to call back after taking care of this issue & go to question #9.

9. Have all issues of child custody, child visitation and child support been taken care of in either a court order or a signed separation agreement?   □ Yes   □ No

If yes, go to question #10.
If no, put on hotline for advice from an attorney about whether to do custody, visitation & support after the divorce and stop.
Code eligibility screen & screen two problem code as 31 or 38, screen one case type as P, screen two funds as 7, and screen two advocate as 3060.

10. Have all issues of spousal support been taken care of in either a court order or a signed separation agreement <u>or</u> do you not want spousal support?   □ Yes   □ No

If yes, go to question #11.
If no, put on hotline for advice from an attorney about whether to do spousal support after the divorce and stop. Code eligibility screen & screen two problem code as 38, screen one case type as P, screen two funds as 7, and screen two advocate as 3060.

11. Do you want a no-fault divorce <u>and</u> not raise any other issues at this time?   □ Yes   □ No

If <u>yes</u>, go to <u>finish</u> - <u>send</u>.
If <u>no</u>, ask client if she wants hotline advice on the issues she wants to raise. If so, put on hotline and <u>stop</u>. Code eligibility screen & screen two <u>problem</u> <u>code</u> as <u>31</u> or <u>38</u>, screen one <u>case type</u> as <u>P</u>, screen two <u>funds</u> as <u>7</u>, and screen two <u>advocate</u> as <u>3060</u>.
Otherwise, advise client will need to call back after she has no issues to raise & go to <u>finish</u> - <u>not send</u>.

<u>Finish</u> - <u>send</u>: **If all answers to numbered questions are <u>yes</u>, mail no-fault divorce letter, questions & answers, questionnaire, no-fault divorce retainer. Code screen one <u>case type</u> as <u>P</u>, screen two <u>funds</u> as <u>7</u>, and screen two <u>advocate</u> as <u>3072</u>.**

Print intake, copy letter and hold intake for 40 days. If client responds, send to Kathy. If client does not respond, close with <u>reason</u> <u>closed</u> as <u>A</u>, and <u>main</u> <u>benefit</u> as <u>3901</u>.

<u>Finish</u> - <u>not</u> <u>send</u>: **If any answer to any numbered question is <u>no</u>, do not mail anything. Review all "no" answers, and advise client when she will need to call back. If client received any advice, close with <u>reason</u> <u>closed</u> as <u>A</u>, and <u>main</u> <u>benefit</u> as <u>3901</u>. Otherwise, reject.**